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Information on the processing and protection of personal data

INFORMATION ON PERSONAL DATA PROCESSING

I In accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27. April 2016 on the protection of private individuals with regard to the processing of personal data and on free movement of such data and repealing of Directive 95/46/EC (General Regulation on the Protection of Personal Data) (hereinafter also referred to as "GDPR") I hereby duly take note of this information on the processing of my personal data by the University of Ostrava through its Counseling and Career Centre.

I receive the data for the purpose of provision of advisory services, particularly concerning the studies, career, psychological, social and legal issues, provided to individual clients, especially applicant for study, students and graduates and furthermore for the purpose of carrying out other activities (services) of the Counseling and Career Centre.

I declare that I have become familiar with the information on the processing and protection of personal data as well as with information on my right to raise an objection to the processing of personal data. I furthermore declare that the data provider enabled me to become familiar with the data before its acknowledgement and before the actual acquisition of my personal data. I furthermore declare that I have understood the information on the processing and protection of personal data and the information about my right to raise an objection.

Inon the date of.....

.....

Signature of the data recipient



EUROPEAN UNION
European Structural and Investing Funds
Operational Programme Research,
Development and Education



MINISTRY OF EDUCATION,
YOUTH AND SPORTS





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INFORMATION ON THE PROCESSING AND PROTECTION OF PERSONAL DATA (GDPR)

In accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27. April 2016 on the protection of private individuals in conjunction with the processing of personal data and on free movement of such data and repealing of Directive 95/46/EC (General Regulation on the Protection of Personal Data) (hereinafter also referred to as “GDPR”) the University of Ostrava provides the following information on the protection and processing of personal data through its Counseling and Career Centre:

1. Reason for the provision of such information

By providing this information on the processing and protection of personal data, the University of Ostrava fulfils its obligation imposed by generally-binding legislation. Although the University of Ostrava is a personal data administrator, its actual processing is carried out only by employees of the University, who carry out their work duties at the Counseling and Career Centre. The University of Ostrava is therefore responsible for legality of any personal data processing at the Counseling and Career Centre, but the said responsibility is borne through its employees who perform their duties at the Counseling and Career Centre. The said employees of the University of Ostrava work with personal data of clients, while access to the stated data is exclusively provided to such employees of the Counseling and Career Centre, who are directly engaged in the providing of advisory services to a specific client. Sharing of personal data of a particular client is therefore only possible among employees, whose expertise (e.g. psychological counselling) directly affects a specific situation of a client. The said employees are fully aware of the confidential nature of the personal data acquired and therefore it is processed (any work with such) strictly in accordance with the principles set out in Article 12 herein. Sharing of personal data is possible only in a few limited cases, listed in Article 6 herein; only to the extent necessary.

2. Personal data categories

Through its Counseling and Career Centre, the University of Ostrava acquires and processes the following categories of personal data:

Personal identification data:

Name, other names, surname, maiden name, former name, company name, gender, marital status, title, academic title, academic-scientific title, scientific-pedagogical title, artistic-pedagogical title, scientific rank, date of birth, nationality, identification number assigned by the





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University of Ostrava (master ID and personal employee number, personal study number), function, job title, position, handwritten signature, photograph with an image of the person, a photograph of the person, a video recording.

Contact information:

Address of permanent residence, address of temporary stay, address of registered stay, delivery address, telephone number, e-mail address, addresses of profiles on social networks (in particular identification of account on Facebook, Twitter and LinkedIn social networks).

Study information

Information on enrolment for study, information on previous education, information on study programme and the form of studies, information on a higher-grade enrolment or a further block, information on a passed state examination and the granted academic title, data on interruption of studies, information on termination of studies, information on the university diploma number and annex to a diploma.

Information generated in mutual communication

Telephone number, IP address, date and time of the connection made, data stored in cookies.

Special categories of personal data

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data, biometric data for the purpose of unique identification of a private individual and data on health status or sexual life or sexual orientation of a private individual.

3. Scope of personal data processing

Through its Counseling and Career Centre, the University of Ostrava processes all personal data only to the extent necessary for the achievement of a particular purpose of the processing. Through its Counseling and Career Centre, the University of Ostrava does not process any personal data which is obviously superfluous to achieve a particular purpose of the processing. Through its Counseling and Career Centre, the University of Ostrava does not further process any personal data which subsequently proved to be superfluous to achieve a particular purpose of the processing. The implementation of the activities of the Counseling and Career Centre are used (processed) exclusively such personal data which are strictly necessary for the execution of the grant () specific activities. This personal data is normally used (processed) in a typical range:

1. The purpose of psychological counselling. Special categories of personal data, especially data revealing of health status, sexual orientation and life, or ethnic or racial origin. The study data, especially data is closely related to the specific situation of the client. Information contact, particularly personal phone or email address if they are urgently needed for the following communication with client. Personal data, especially name and surname.
2. The purpose of the training and career guidance services. The study data, especially data is closely related to the specific situation of the client. Information contact, particularly personal





phone or email address if they are urgently needed for the following communication with client. The personal information such as the name, surname, date of birth/age, titles, personal study number, if necessary for a successful resolution of the requirement of the client. Special categories of personal data, especially data revealing the medical condition; however, quite exceptionally, if such have a direct connection with situation of the client which is currently being addressed.

3. Purpose of social and legal advisory services. Study data, especially data is closely related to a specific situation of the client. Contact information, particularly personal phone number or email address, if necessarily required for a subsequent communication with the client. Personal information, such as the name, surname, date of birth/age, titles, job classification/function, if needed for a successful resolution of the client's requirement. Special categories of personal data, especially data revealing the medical condition; however, quite exceptionally, if such have a direct connection with situation of the client which is currently being addressed.
4. Purpose of provision of additional services to clients. Study data, particularly a completed study programme or specialisation and the year of completion. Contact information, in particular personal telephone, e-mail address or address of profile on social networks. Personal data, especially name, surname, titles, job title and position and photographs. The personal data stated shall be processed predominantly only if the client voluntarily provides such to the University of Ostrava through its Counseling and Career Centre, while the client retains full control over the range of the personal data provided.
5. Purpose of performance of further activities. A limited range of personal data of individual clients, especially their name, surname, study programme or field (specialisation), is kept exclusively for internal statistical needs and for reporting of the services provided. Promotion of services of the Counseling and Career Centre or the University of Ostrava will only possibly use photos or videos taken during social events intended for students or also public.

4. Scope of personal data processing

Through its Counseling and Career Centre, the University of Ostrava, processes personal data as defined in Article 2 herein in order to be able to provide consultancy services to individual clients, particularly concerning studies, career; psychological, social and legal issues, in particular candidates for study, students and graduates.

Through its Counseling and Career Centre, the University of Ostrava processes personal data as defined in Article 2 herein also in order to be able to provide additional services to groups of its clients or individual clients. These additional services are, in particular:

1. The maintaining and developing of contacts with graduates for the purpose of mutual cooperation and building of good reputation of the University of Ostrava.
2. Ensuring of an option to track down selected personal data of graduates, especially their contacts, via a web portal.
3. Planning, preparation, organisation and provision of social events intended for applicants for study, students and graduates, including courses, seminars and workshops.
4. Planning, preparation, organisation and provision of advantages intended for applicants for study, students and graduates, including the possibility of a free collection of goods or services.



5. Provision of information on the services offered, social events, or other benefits, in particular by sending e-mail messages at a reasonable frequency and extent.
Through its Consultancy Centre, the University of Ostrava processes personal data defined in Article 2 herein also in order to be able to provide additional activities, such as:
6. Fulfilment of the terms and compliance with the rules of subsidy programmes, grants and contributions provided for the purpose of operation of the Counseling and Career Centre, in particular in the maintenance of the relevant statistics and reports.
7. Provision and collection of information on applicants for study, students and graduates in particular in the form of a questionnaire survey, investigation and polls or in the form of interviews.
8. Publication of results of the surveys, investigations, polls and interviews, always fundamentally in the form of anonymised aggregated information and data.
9. Implementation of own adequate promotion and publicity always with regard and respect for legitimate interests of others.

5. Period of retention of personal data

Through its Counseling and Career Centre, the University of Ostrava retains selected personal data defined in Article 2 herein for periods of time stated below:

1. **Period of up to 30 days** from the time of any communication of a given person with the Counseling and Career Centre via telephone or email. The University of Ostrava obtains in the manner described only such personal data which is covered by the term "data arising from mutual communication" in Point 2 herein. Acquisition of personal data cannot be factually (technically) prevented, since it is a necessary consequence of communication through telephones and e-mails. The University of Ostrava stores the stated personal data usually for less than a week, in exceptional cases for a period not exceeding 30 days.
2. **Period without time limit (indefinitely).** The Counseling and Career Centre usually established a file containing documentation on services provided to a specific client. This file is then stored consistently in accordance with the principles of personal data protection as described in Article 12 herein. The information and data contained in the file then serve to the Counseling and Career Centre to facilitate further provision of services to a specific client. The information, covering also personal data of the client, contained in the file may be mutually shared only by employees of the University of Ostrava who are engaged at the Counseling and Career Centre and only for the purposes of provision of services to a specific client. Each client may limit duration of this type of processing by means of exercising his right to deletion of personal data, or the right to raise an objection.

6. Personal data recipients

Through its Counseling and Career Centre, the University of Ostrava makes available, sends, issues or discloses selected client personal data exclusively to the following recipients:





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1. Public authorities. The stated designation includes in particular authorities active in criminal proceedings (the police, public prosecutors, courts), authorities of the financial administration (tax offices, Tax Directorate), customs administrations (customs offices, Customs Directorate) and other public authorities (the individual ministries, offices, or inspectorates). Through its Counseling and Career Centre, the University of Ostrava, makes available, sends, issues or discloses selected client personal data to the said authorities solely on the basis of law and does so under the conditions, in the manner and within the scope laid down by the generally-binding legislation, in particular when such obligation is imposed on the University of Ostrava as superior to the confidential nature of the personal data.
2. Ministry of Education, Youth and Sports of the Czech Republic. The University of Ostrava in part finances the operation of its Counseling and Career Centre from public financial aid, whose managing (controlling) authority is the Ministry of Education, Youth and Sports. The said Ministry is authorised also to carry out control of management of the Counseling and Career Centre, while being authorised to consult the documents (instruments), which contain personal data of clients. However, the stated processing of personal data shall only be occasional and shall serve solely the purpose of financial control.
3. Selected experts. Through its Counseling and Career Centre, the University of Ostrava may share a limited quantity of personal data with carefully chosen experts, who may be employees of the University of Ostrava, or other persons without a closer relationship with the University. The stated processing of personal data shall be carried out solely in the context of a situation where the provision of appropriate advisory service requires a consultation, or an opinion of a given expert. In the stated processing of personal data, the expert will be forwarded pseudonymised personal data, preventing the expert to identify a particular client.

7. Information on personal data processing

The University of Ostrava publishes all essential information concerning the processing and protection of personal data on its website available at <https://www.osu.cz>.

The University of Ostrava publishes detailed information regarding the processing and protection of personal data through its individual components (faculties, institutes, work sites, facilities) and their individual specialised centres (departments, centres, units, etc.).

8. Personal data administrator

The University of Ostrava is an administrator at any time when it processes any personal information, at the same time determining the purposes and means for such particular case of processing. This stated conclusion applies in spite of the fact that all activities (operations) involving personal data are carried out only by employees who work at the Counseling and Career Centre. The bearer of the rights and obligations appertaining to the processing and protection of personal data, i.e. the administrator, therefore remains to be the University of Ostrava, and therefore the following rights and obligations refer to the latter and not its Counseling and Career Centre.





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The University of Ostrava is a legal entity, specifically a public high school of a university type which has its registered office at the address Dvořákova 7, 701 03, Ostrava, with an identification number (IČ) 61988987 and which was established by Act No. 314/1991 Coll., which is not registered in a public register and which is registered in the register of universities and implemented study programmes of the Ministry of Education, Youth and Sports of the Czech Republic, under the university RID 17000.

Although the individual specific activities (operations) with regard to the processing of personal data are carried out by the University of Ostrava, they are implemented solely through a restricted circle of its employees, namely those who are engaged at the Counseling and Career Centre. The stated site provides all of the processing of personal data by its employees, but on behalf of the entire University of Ostrava.

9. Contact details of the administrator

The contact details of the University of Ostrava are:

1. Registered office: Dvořákova 7, 701 03, Ostrava
2. Data mailbox: 37gj9fm
3. Telephone: +420 597 091 111, +420 553 461 111
4. E-mail: info@osu.cz, studium@osu.cz, podatelna@osu.cz

10. Person entrusted with the protection of personal data

The University of Ostrava has its own trustee responsible for the protection of personal data. This trustee is Mgr. Bc. Jan Humpolík.

Any person whose personal data is being processed by the University of Ostrava may address the trustee for the protection of personal data in all matters relating to the processing of his personal data and the exercise of his rights concerning any such.

11. The person entrusted with the protection of personal data

The contact details of the trustee responsible for the protection of personal data is:

1. Workplace: University of Ostrava, Rectorate, Legal Services Dept.
2. Dept. address: Dvořákova 7, 701 03, Ostrava
3. Data mailbox: 37gj9fm
4. Telephone: +420 553 461 042
5. E-mail: gdpr@helpdesk.osu.cz





12. Personal data protection

The University of Ostrava took the appropriate technical and organisational measures to ensure an adequate level of protection of the processed personal data. These general measures stated are in particular:

1. The storage of personal data on physical (paper) data carriers within lockable premises with a limited access.
2. The storage of personal data on electronic media (databases and information systems) with a limited access and with relevant security.
3. Enabling of access to personal data exclusively to such employees of the University of Ostrava, who are entitled to process the specific personal data.
4. Prevention of access to personal data to other employees of the University of Ostrava, who are not entitled to process specific personal data.
5. Transmission of personal data to recipients and third parties exclusively for the reason of fulfilment of obligations imposed by legal regulations and only to the extent necessary.
6. Transmission of personal data to recipients and third parties for the reason of fulfilment of the purposes of processing or the legitimate interests only after ensuring legal and safe processing of such personal data by the recipients and third parties, and only to the extent necessary.

13. Legal grounds for the processing of personal data

Through its Counseling and Career Centre, the University of Ostrava processes the personal data specified above in the above-described ways based on legal reasons, which are:

1. The need for compliance with the legal obligations of the University of Ostrava. Obligations were imposed on the University of Ostrava by generally-binding legislation, which may be met only by such procedures (activities), in which it inevitably processes personal data. The most important obligations set out in this particular case are the provision of consultancy and information services related to studies and an option of engagement of graduates of the study programmes in practice for applicants for studies, students and other persons. The stated obligations are imposed on the University of Ostrava in particular by Act No. 111/1998 Coll., the Act on universities and amendment and supplementation of other Acts (Act on universities), as amended and also the Government Regulation No. 274/2016 Coll., on standards for accreditation in university education, as amended.
2. Necessity to ensure the legitimate interests of the University of Ostrava. The University of Ostrava is a public university, on which the generally binding legislation imposes an obligation to principally undertake educational, scientific, research, development, innovation, artistic and creative activity. The University of Ostrava is therefore obliged to create conditions for the implementation of the individual activities. The provision of advisory services and other activities (services), carried out by the Counseling and Career Centre, significantly and effectively help to create the stated conditions. This fact constitutes a legitimate interest of the University of Ostrava in the processing of personal data, at least to the extent necessary for the provision of advisory services and the implementation of other activities (services) by its Counseling and Career Centre.





14. Legal grounds for the processing of personal data

The University of Ostrava processes all personal data provided on the basis of legislation of the European Union and the Czech Republic, in particular:

1. Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of private individuals in connection with the processing of personal data and on free movement of such data and on the repealing of Directive 95/46/EC (general directive on the processing of personal data).
2. Act No. 101/2000 Coll., on the protection of personal data, as amended.

15. Right of withdrawal of consent

Any person whose personal data is being processed by the University of Ostrava and who had previously granted his/her consent to such processing, has a right to withdraw his/her granted consent at any time. However, this person only has such right if the stated prior consent, which he had granted to the University of Ostrava to process his personal data, was the only legal basis for the given processing of personal data. Withdrawal of the consent shall not affect lawfulness of processing of personal data which took place on the basis of the consent before its withdrawal.

16. Right of access personal data

Any person whose personal data is processed by the University of Ostrava has a right of access his personal data. This right means that any person may apply at the University of Ostrava for issuance of a confirmation. The content of this confirmation will then consist of:

1. An indication of whether the University of Ostrava processes, or on the contrary does not process personal data which could concern the applicant.
2. Information on the purposes of processing of personal data; categories of personal data; on the recipient or categories of recipients, to whom personal data was or will be made available, in particular recipients in third countries outside the European Union or in international organisations; the intended period, for which the personal data will be stored, or if it is not possible to specify this, the criteria applied to determine such a period; existence of the right to request that the University of Ostrava corrects or deletes the personal data, which appertain to the applicant; existence of the right to request from the University of Ostrava restriction of processing of personal data relating to the applicant; existence of the right to object to what kind of personal data of the applicant the University of Ostrava processes and in what manner; existence of the right to lodge a complaint with the supervisory authority, which is the Office for the Protection of Personal Data; on any available information on the source of personal data in the event that such personal data was not received by the University of Ostrava directly from the applicant; concerning the processing of personal data in an automated decision-making manner and profiling including information on the procedure applied, the importance and implications of such





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processing for the applicant, on guarantees which exist in transmission of personal data to third countries outside the European Union or to an international organisation.

Any person whose personal data is processed by the University of Ostrava has a right of access his personal data. This right also means that any person may request that the University of Ostrava issues a copy of all personal data relating to the latter, which the University of Ostrava processed. This right shall however not adversely affect the rights and freedoms of others.

The University of Ostrava issues a confirmation on the processing of personal data free of charge.

The University of Ostrava issues the first copy of personal data of a given person free of charge.

The University of Ostrava; however, will require a payment for a second and any additional copies of personal data of a given person; in accordance with the administrative burden incurred.

17. Right to personal data correction

Any person whose personal data is processed by the University of Ostrava has a right to correct and supplement any personal data appertaining to the latter. This right means that any person may request the University of Ostrava to correct or supplement any personal data appertaining to the applicant.

If the University of Ostrava corrects or supplements any personal data, because such correction or completion was required by the person to whom the personal data appertained, it shall communicate any such to any recipients, to whom such personal data was previously made available. The recipient of the personal data are all officials and authorities of public governance, in particular the courts, public authorities and the police. However, the University of Ostrava shall not inform the recipients of a correction or supplementation of personal data if the notification proves impossible or requires a disproportionate effort.

18. Right of deletion of personal data

Any person whose personal data is processed by the University of Ostrava has a right to deletion of any personal data appertaining to the latter. This right means that although the University of Ostrava in the past received personal information of a particular person, such a circumstance arose, which forces the University of Ostrava to delete this information. Facts which obliges the University of Ostrava to delete any personal data occurs if:

1. Specific personal data is no longer required for any purpose for which it was collected or otherwise processed.
- 2.





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3. The University of Ostrava obtained the personal data on the basis of a consent of a specific person, but the latter subsequently withdrew his consent and simultaneously there is no longer any legal reason why the University of Ostrava would process the personal data of this particular person.
- 4.
5. The University of Ostrava had processed personal data of a particular person, because it had a legitimate reason for doing so, but the latter raised an objection to the processing of personal data within the meaning of Art. 21, Para. 1 of GDPR; i.e. an objection questioning or repudiating legitimacy of processing of the personal data by the University of Ostrava and it subsequently transpired that the University of Ostrava has no legitimate reasons for the processing of personal data that would take precedence over the legitimate grounds of that person against the processing of his/her personal data.
- 6.
7. The University of Ostrava has been unlawfully processing any personal data of a particular person.
- 8.
9. The University of Ostrava has been processing personal data of a particular person, but had to delete this personal data, in order to meet the legal obligations imposed by the law of the European Union or the law of its Member State.
- 10.
11. If the University of Ostrava published any personal data which it processed in respect of a specific person, where subsequently a legal obligation was established to delete this personal data, it shall inform other persons who further processed the personal data to delete this personal data, any of its copies or replication and any references to it. The stated measures shall be implemented by the University of Ostrava within a reasonable scope with regard to the available technology and any costs of implementation.

However, the University of Ostrava shall not delete personal data of a specific person, even if at least one of the conditions referred to above is met, if any of the circumstances listed below occurs:

1. The University of Ostrava processes any personal data of a particular person and this processing is necessary for the exercise of the right to freedom of expression and information.
2. The University of Ostrava processes any personal data of a particular person and this processing is necessary in order to meet the legal obligations imposed by the law of the European Union or the law of its Member State.
3. The University of Ostrava processes any personal data of a particular person and such processing is necessary for the performance of a task carried out in public interest or in the exercise of official authority with which the University of Ostrava is entrusted.
4. The University of Ostrava processes any personal data of a particular person and such processing is necessary because of public interest in the field of public health, in particular due to provision of labour-medical services and protection against serious cross-border threats to health or ensuring of high standards of quality and safety of health care.
5. The University of Ostrava processes any personal data of a particular person and such processing is necessary for the purposes of archiving in public interest, for the purpose of scientific or historical research or for statistical purposes, if it is likely that the right of deletion would make impossible or would seriously undermine the achievement of the objectives of the said processing.



6. The University of Ostrava processes any personal data of a particular person and this processing is necessary for the determination, exercise or protection of legal claims.

19. Right to the processing of personal data

Any person whose personal data is processed by the University of Ostrava has a right to restrict the processing of any personal data appertaining to the latter. This right means that although the University of Ostrava may retain personal data of a specific person, it cannot process it in any other manner.

However, the University of Ostrava may process any personal data, the processing of which was restricted by a method other than its simple archiving, for the following reasons:

1. Although the processing of any personal data of a specific person was restricted, this particular person to whom the personal data appertains, had granted the University of Ostrava a consent to its processing.
2. Although the processing of any personal data of a specific person was restricted, its processing is necessary to determine, perform, or protect the legal claims.
3. Although the processing of any personal data of a specific person was restricted, its processing is necessary for the protection of the rights of another natural or legal person.
4. Although the processing of any personal data of a specific person was restricted, its processing is necessary due to an important public interest of the European Union or its Member State.

However, the right to a restriction of processing of personal data appertains to a person whom the personal data concerns only in the following cases:

1. The person whose personal data the University of Ostrava processes denies its accuracy. In this case the restriction of processing of personal data shall only last for the time required in order for the University of Ostrava to be able to verify accuracy of the personal data.
2. The University of Ostrava processes any personal data of a particular person unlawfully, but this particular person who had provided the University of Ostrava with any of his personal data does not require erasure of the personal data, but requests restriction of its processing.
3. Although the University of Ostrava acquired personal data of a particular person and no longer has a need for it, this particular person requests that the University of Ostrava issues this designated personal data in order to determine, exercise or protect his/her legal rights.
4. The person whose personal data the University of Ostrava processes raised an objection to the processing of this personal data within the meaning of Article 21, Para. 1 of the GDPR, therefore an objection questioning or denying legitimacy of the processing of the personal data by the University of Ostrava. In this case the restriction of processing of personal data only lasts for the time necessary in order to verify that the justified reasons for the processing of personal data by the University of Ostrava outweigh the legitimate grounds of the specific person whose personal data is processed by the University of Ostrava.





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The University of Ostrava shall notify in advance any person who achieved restriction of processing of his/her personal data of the fact that this restriction will be cancelled.

20. Right to be provided with information on the recipients of personal data

Any person may request the University of Ostrava to provide him/her with information on such recipients to whom the applicant's personal data was made available and at the same time to whom it subsequently announced a correction, supplementation, deletion or restriction of processing of any of the applicant's personal data. The recipient of the personal data are all officials and authorities of public governance, in particular the courts, public authorities and the police.

21. Right of personal data portability

Any person whose personal data is processed by the University of Ostrava has a right of portability of his/her personal data. This right means that every person who has provided his/her personal data to the University of Ostrava may apply to obtain this provided personal data in a structured, normally used and machine-readable format and furthermore has a right to transmit the so obtained personal data to another administrator, without the University of Ostrava being able to prevent him/her in doing so. This right also means that every person who provided his/her personal data to the University of Ostrava may request the University of Ostrava to directly transmit the obtained personal data to another administrator if this is technically feasible.

However, the right to portability of personal data appertains to a person whom the personal data concerns only in the following cases:

1. The University of Ostrava processes specific personal data only automatically and at the same time only due to a single legal reason, which is a consent to the processing of personal data.
2. The University of Ostrava processes specific personal data only automatically, and at the same time only for the purpose of concluding, modification and cancellation of contracts and agreements and their individual provisions.

However, the right to portability of personal data must not adversely affect the rights and freedoms of other persons.

The right to portability of personal data shall not apply to the processing of personal data necessary for the performance of a task which is carried out in the public interest or in the exercise of public authority and with which the University of Ostrava is entrusted.





22. The right to raise an objection

Any person whose personal data is processed by the University of Ostrava has a right to raise an objection against the processing of any of his/her personal data. However, this right only appertains to a person in the following cases:

1. The University of Ostrava processes any personal data of a particular person and does so because it is necessary for the performance of a task carried out in public interest or in the exercise of official authority with which the University of Ostrava is entrusted.
2. The University of Ostrava processes any personal data of a particular person and does so because it is necessary for the purposes of his/her legitimate interests.
3. The University of Ostrava processes any personal data of a particular person and does so because it is necessary for the purposes of scientific or historical research or for statistical purposes.
4. The University of Ostrava processes any personal data of a particular person and does so for direct marketing purposes.

The objection which a person raises in the cases referred to in the previous paragraph under number 1, 2, or 3, must be based on the grounds relating to a specific situation of the person who raises it. The University of Ostrava further does not process personal data which the objection concerned. The stated restriction of further processing shall last from the moment when the University of Ostrava received the objection up to the moment when the University of Ostrava processed the objection. The University of Ostrava may further process data the processing of which was contested by substantiating at least one of the following facts:

1. The University of Ostrava processes any personal data against the processing of which an objection was raised, but for such processing there have to exist serious legitimate reasons which outweigh the interests or rights and freedoms of the person who submitted the objection.
2. The University of Ostrava processes any personal information against the processing of which an objection was filed, but for such processing there have to exist serious legitimate grounds of determination, exercise or protection of legal claims.
3. The objection which the person raises in the case referred to in the previous paragraph under number 4 must be based on the grounds relating to a specific situation of the person who raises it. The stated objection may be raised by any person fundamentally at any time. The University of Ostrava furthermore does not process personal data which the objection concerned and which it processed solely for the purposes of direct marketing. The restriction of further processing then continues indefinitely.

23. Form of processing of an application

The University of Ostrava processes any application, which concerns personal data protection, in the following forms:

1. in writing in a physical (paper) form,
2. in writing in electronic form,
3. in oral form.





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The University of Ostrava processes any application, which concerns personal data protection orally only if this form of processing was specifically requested by the applicant who at the same time demonstrated his/her identity.

24. Time limit for the processing of applications

The University of Ostrava processes any application, which concerns personal data protection, in the following time limits:

1. without undue delay after receipt of an application, and if such is not possible,
2. within one month of receipt of the application and if such is not possible,
3. within three months of receipt of an application.

The University of Ostrava shall notify the applicant of any case, when his/her application cannot be processed within one month of its receipt. Such a notification shall also state the reasons why it has not been possible to process the application within the time limit of one month of its receipt. Though such notice the University of Ostrava informs the applicant within one month of receipt of his/her application.

25. Fees for the processing of the application

The University of Ostrava processes any application, which concerns personal data protection, entirely free of charge.

However, the University of Ostrava may proceed in respect of any application, which concerns personal data protection and at the same time is manifestly unreasonable or inadequate, in particular because it recurs, as follows:

4. deal with it by refusing to comply with such, or
5. deal with it by complying with such but charging the applicant a reasonable fee reflecting the administrative costs associated with processing of the request.

26. Right to file a complaint with the supervisory authority

Any person whose personal data is processed by the University of Ostrava has a right to file a complaint with the supervisory authority which is the Office for the Protection of Personal Data.

